

## **NDNP TITLE SCOPE NOTES: CONTENT ELEMENTS (250-500 words)**

The title note should include three paragraphs that move successively from the most basic, specific, and important information to the broadest and most contextual information.

### First paragraph: elements to include if possible

This paragraph covers basic information (some of these elements may readily be combined in a single sentence, and the order need not be absolute):

- Name of newspaper and brief statement of its significance
- Dates of publication for that title
- Where published
- Geographic area covered
- Audience/community served (may precede or be combined with where/geographic area, especially if audience specialized—e.g., by ethnic group)
- Circulation information
- Schedule of publication
- Price
- Basic physical attributes
- Publisher's (or publishers') names (and dates of publication, if applicable)
- Political affiliation, if applicable

### Second paragraph: elements to include if relevant

This paragraph covers background/discursive information: e.g. (and again, the order need not be absolute):

- Additional information on any of the areas covered in the first paragraph
- Reason for publication
- Unusual or significant events or elements of coverage
- Editors or reporters of note
- Innovations in journalism, if any
- Additional information on physical attributes, if relevant
- Production/technology advances, if any
- Identity (logo, motto, masthead)
- Related references (bibliographies)
- Newspaper morgue file description and location

### Third paragraph: elements to include if desirable

This paragraph briefly describes the newspaper's significant relationships to other newspapers of its place and/or era. Examples of such relationships include the following:

- Community or communities served (e.g., other African-American newspapers)
- Ownership (e.g., other newspapers owned by the same individual/company)
- Local or regional overlap (e.g., other newspapers in the same city or region)

- Political affinities or contrasts (e.g., other area newspapers supporting the same party; or area newspapers supporting the opposite party)
- Circumstantial relationships (e.g., other newspapers that employed a given writer)

## NOTES ON STYLE

- The creation of each text should be guided by two major needs:
  - for authoritative information that is essential but concise
  - for maximum keyword searchability
- Newspaper titles, including location, should be rendered in italics (e.g.: *Washington Evening Times*, not “Washington Evening Times” or Washington *Evening Times*).
- When a newspaper other than the main subject of the scope note is mentioned for the first time, the reference should be followed immediately by the most appropriate LCCN, in the following format - [LCCN: sn12344444] .